



STATE OF TENNESSEE
TENNESSEE HIGHER EDUCATION COMMISSION
TENNESSEE STUDENT ASSISTANCE CORPORATION
312 ROSA L. PARKS AVE., 9TH FLOOR
NASHVILLE, TN 37243
(615) 741-3605

Graduate Assistantship

THEC Policy, Planning, and Research Bureau

THEC/TSAC is seeking a graduate assistant for the 2023-2024 academic year (approximately August 2023 to May 2024). THEC/TSAC's assistantship program offers participants the opportunity to learn from and contribute to the agency's ongoing efforts to coordinate higher education in Tennessee, advance student access and completion, and produce a more educated workforce. Graduate assistants have a unique opportunity to work in a fast-paced environment while gaining real-world experience in postsecondary education policy development and research. THEC/TSAC graduate assistants play a critical role in assisting agency staff as they research, generate, and advance policy ideas that promote student access and success.

The graduate assistantship within the Research and Strategy Division is a project-specific opportunity, with day-to-day work responsibilities and weekly tasks. In addition to completing the research project, the graduate assistant will support THEC's Policy, Planning, and Research Bureau by:

- Analyzing quantitative and qualitative data to inform ongoing evaluations of postsecondary programs, opportunities, and interventions;
- Collaborating with state and agency experts in postsecondary education policy to develop research ideas and/or policy recommendations;
- Reviewing relevant literature and policy on issues related to postsecondary education access, success, finance and/or affordability;
- Assisting in administrative work as necessary.

This assistantship is a part-time, paid position offering flexibility to work remotely. The graduate assistant may work up to 29.5 hours per week at a rate of \$25.00 per hour. The graduate assistant must be domiciled in Tennessee, they may work any portion of their weekly hours remotely. On request or for quarterly commission meetings, the graduate assistant will be expected to be in person at THEC's office located on the 9th floor of the Tennessee Tower, 312 Rosa L. Parks Ave, Nashville, TN. THEC will supply graduate assistants with appropriate technical equipment and software licenses to complete their research project.

Research Project & Deliverables

In spring 2023, THEC/TSAC enacted a data strategy to provide organization for the creation and implementation of policies, procedures, decisions, roles and responsibilities relative to the management and use of agency data. The graduate assistant position will support THEC's Data Strategist in the investigation and documentation of agency procedures relative to data collection, usage, and communication. From this project, the graduate assistant will help to underscore the need for quality data and transparent processes to support postsecondary policy decisions with reliable, accessible information.

Throughout the course of the assistantship, the graduate assistant will aid the Data Strategist by coordinating meetings with internal and external stakeholders, by investigating data usage needs across the agency, and by documenting and creating data resources. At the end of the assistantship, the graduate assistant will produce a brief memorandum summarizing their work and investigations over the course of the academic year (including any data analyses conducted) and their collective recommendations.

Qualifications

Ideal applicants should be a matriculating, current, or recent graduate of a graduate program in statistics, public policy, education, or a related discipline. Applicants should possess an interest in higher education policy, research, advocacy, or administration, in addition to having:

- General knowledge of higher education issues from a state and/or national level;
- Demonstrated experience in examining educational challenges from an empirical and public policy perspective;
- Analytical research skills with some experience using Excel, R, SPSS or Stata; and comfort in performing descriptive statistical analyses;
- Excellent written and oral communication skills.

Graduate assistants may earn academic credit for a practicum or graduate assistantship experience in accordance with their institution's academic policies. If seeking academic credit, the graduate assistant should notify THEC/TSAC of their program's specific requirements.

To Apply

Interested applicants should submit a cover letter and resume by **June 30, 2023**. Applications will be reviewed on a rolling basis. All materials should be submitted to David.Heithcock@tn.gov.

About THEC/TSAC

The Tennessee Higher Education Commission (THEC) is the coordinating board and State Higher Education Executive Office (SHEEO) for Tennessee postsecondary education. THEC is relentlessly focused on increasing the number of Tennesseans with a postsecondary credential. THEC pursues this goal by innovating for student access and success, creating a policy environment conducive to increased degree attainment, and protecting students and consumers.

Created by the Tennessee General Assembly in 1974 as a non-profit corporation with the merging of the Tennessee Educational Loan Corporation and the Tennessee Tuition Grant Program, the Tennessee Student Assistance Corporation (TSAC) administers over 20 different state student financial aid programs, including the HOPE scholarship, Tennessee Promise, Tennessee Reconnect, Tennessee Student Assistance Award, and the Dual Enrollment grant.